

Think about joining the Pre-School Committee!  
Get involved....Join the team....Make a difference !

If you want a say in how the Pre-School is run or want to be more involved then join the Committee. There are training courses online to help with different aspects of being a Pre-School trustee.

Better still become an Officer; Chair, Secretary or Treasurer!

Ask or email Helen or any current Committee for how to join.  
(See us on the website, [www.dorchesterpreschool.co.uk](http://www.dorchesterpreschool.co.uk))



Horsa Hut, 4 Queen Street, Dorchester on Thames, Wallingford,



## DORCHESTER PRE-SCHOOL PARENT PACK



Pre-School Manager: Helen Morris

Tel: 01865 341805

Enquiries to: [manager@dorchesterpreschool.co.uk](mailto:manager@dorchesterpreschool.co.uk)

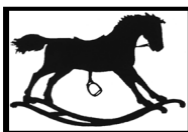
[www.dorchesterpreschool.co.uk](http://www.dorchesterpreschool.co.uk)

### OFSTED RATED GOOD

Registered Charity Number : 1026090

OFSTED Number: 134311

Member of the Pre-school Learning Alliance



## WELCOME TO OUR PRE-SCHOOL

The staff and committee would like to welcome you and your child to Dorchester Pre-School.

- We are a small and friendly group, we allow a maximum of 20 children per session, from ages 2 to 4 years old.
- We are open 38 weeks per year, Monday to Friday, 9am to 3pm.
- We offer a friendly caring environment.
- We have a large outdoor play area with climbing equipment & gardening activities.
- We value children's individuality & we make learning fun! We follow the Early Years Foundation Stage (EYFS) framework. Each half term a theme is chosen for the basis of each session.

Individual care and attention is made possible by the adult/child ratio:

1 adult to 4 children (age 2) and

1 adult to 8 children (age 3,4 )

More information can be found on our website:

*We are OFSTED registered, our number is 134311, our current rating is GOOD. To view the most recent OFSTED report, please visit [www.ofsted.gov.uk](http://www.ofsted.gov.uk). Please see last page for comments.*

### **KEY PERSON:**

Each child is allocated a key person when they start and you will receive a letter accordingly. The key person scheme helps children to quickly become confident and secure in Pre-School and ensures individual attention and support that they need to help them develop.

Your child's key person will be your first point of contact when discussing your child's development and skills. Your child's key person is always on hand to talk to you and answer any questions you might have about your child's progress.

### **What do the management committee do exactly?**

They are responsible for the management of the Pre-School which is a charity. They are therefore also known as charity trustees. Our Pre-School is categorised as a 'PVI', which stands for Priate, Voluntary or Independent pre-school. The trustees have professional indemnity insurance through the Early Years Learning Alliance.

We are *not run* by the local authority but we do have links with the school, especially for transition to reception class and we use their facilities sometimes.

The committee are responsible for recruiting & paying staff, making financial decisions, reporting to the Charity Commission & administration such as insurance and claiming funding from Oxfordshire County Council. The Committee organise fundraising events. They meet up once every half term usually in the evening to discuss committee business. On rare occasions they have been called on to help cover staff shortages.

### **What do the officers do?**

The officers are responsible for keeping all paperwork up to date, all signatories on the bank accounts and they approve purchases. The Committee as a whole are responsible for making financial decisions & making sure that the pre-school's procedures and policies are kept up to date and adhered to.

The **Chairperson** takes charge of meetings and open meetings (e.g. AGM), making sure they are effective and that decisions are taken and carried out in a way that reflects the needs of the Pre-School. They are the line manager of the staff. They support and authorise the work of the Treasurer. They represents the Pre-School where necessary at public events. (e.g. the local village newcomers meeting) and liaises with the manager at least on a weekly basis.

The **Secretary** works with the Chairperson, sends out updates to parents and writes a monthly article for the "Dorchester Newsletter".

The **Treasurer**, plans the income & expenditure budget, signs off payments, keeps book keeping up to date, reports on the finances at meetings and arranges audit of accounts to send to the Charity

Commission once a year. They authorise and check the payroll online, apply for funding from OCC and invoice parents.



# The Management Committee

## FAQS

**The pre-school is not run by the local authority, so who does run it and where does it get the funds to operate?**

The management committee are responsible for the pre-school, run as a PVI (Private Voluntary or Independent) Pre-School, it is a registered charity.

We are next door to St. Birinus Primary and we have a special connection with them but are not affiliated with the main school.

Money comes in through fees from parents, Early Years Grants from Oxfordshire county council (claimed via parents forms) and from fundraising events & donations.

**So who runs the Pre-School day to day?**

Our Manager **Helen Morris**, is in charge of the pre-school day to day with the Deputy (Ella) & Pre-school Assistants, who all report to Helen. She makes sure that OFSTED and EYFS requirements are met and decides on all the themes and learning that you see on the newsletters and weekly blog. Helen works closely with the Treasurer on admissions and sessions lists.

The Treasurer issues invoices for fees, claims the funding, completes the day to day management of accounts & correspondence and works closely with the Manager on admissions.

**Who are the Committee?**

The committee is elected every year from the members of the Pre-School. The members are you - the parents.

There has to be a minimum of 5 committee members and out of that, 3 officers; a Chair, a Treasurer and a Secretary. They are all volunteers, they do not get paid and they need to have an OFSTED and DBS check. The committee can also co-opt up to 3 additional members (non parents if necessary) during the year.

**How do we use your personal information?**

We have procedures in place for information we hold about your child and the recording and sharing of information (data) about you and your child compliant with the principles of the Data Protection Regulations (GDPR) 2018.

# Our Team

**Helen Morris: Manager & Designated Safeguarding Lead**

Helen joined in 2008, she has over 20 years experience working with children, she loved meeting new children and parents, visiting new places with her teenage daughters and has a love for reading.

*“Over 15 years at this setting I have seen so many children grow up to young adults now, I love that each day is so different to the next. Watching them form friendships and working with a positive and enthusiastic team is great too!”*

**Qualifications:** NVQ level 3 in Childcare, Early Years training in Early Learning Goals, Footsteps safety outside & proficiency in cycling, Wellcomm, Maths & Language Coordinator, Teeth Care, Food Hygiene, Safeguarding and Paediatric First Aid.



**Ella Crookston: Deputy Manager & Designated Safeguarding Lead**



Following her work placement with us, Ella joined us full time in September 2021. She loves exploring whilst walking her dog, is very family orientated and attended this setting herself when she was 3 years old!

*“Working at Pre-School is such a pleasure, each day is full of laughter and new adventures. It’s amazing to see every child learn and develop their unique personalities”*

**Qualifications:** NVQ Level 3 in Childcare, Wellcomm, Teeth care, Food Hygiene, Safeguarding and Paediatric First Aid.

**Chloe Ashley: Apprentice**

Joining us in 2022 Chloe is studying for her Level 2 in Childcare, to be qualified in November 2023.

*“It’s an amazing job to be able to shape young minds and support the start of a child’s educational journey, not to mention how lovely the staff are too!”*

**Qualifications:** Safeguarding, Paediatric First Aid, Wellcomm, Teeth care, Food Hygiene



**Christina Murby, Assistant**



Joining the team in September 2023, Christina is a mum of 4 and brings with her a passion for teaching and helping children flourish.

*“I like helping the children learn new things and watching them grow”*

## WHAT ELSE DO I NEED TO KNOW?

**Starting Pre-school** - Each child is different, some children take time to settle in, others take to it straight away. Before your start date children can come with you for a visit to get to know the environment. If you have any concerns about this please feel free to discuss with Helen how she will settle your child into the pre-school routine.

**Arrival & Registration** - Please arrive on time for your session. Clearly labelled lunch boxes, AM Snack and water bottles are to be placed in the trolley and in the summer months tick off your child's name to show sunscreen has been applied. Children will be welcomed at the door, they are then to hang their coats and bags on their peg. Younger children will be helped to find the correct peg. Please do not use a plastic bags for your child's belongings for safety reasons. Children arriving more than 10 minutes late will be admitted from the door to avoid disruption of the morning routine.

**Snack Time** (morning snack is 10.10am, afternoon snack is 2.45pm)- We ask that parents contribute a suitable snack for the morning (e.g. fruit, breadsticks) clearly labelled into our snack box and an afternoon snack clearly labelled but left inside their lunch box for each session your child attends.

**Lunch** - If your child stays for lunch club (12noon to 1pm), they will need to bring a packed lunch with them, milk or their water bottle will be offered. We like to encourage healthy eating so would prefer that crisps, chocolate snacks as well as sweets & cakes are kept for special occasions. We do enjoy cooking at pre-school and depending on the theme we may make something special for the children to take home.

**Extra important: If you provide grapes, cherry tomatoes or olives THEY MUST BE CUT IN HALF to avoid choking & please no nuts or sesame/hummus.**

**Clothes** - must be clearly labelled with child's name. *You will need to bring in a spare set of clothes*, to be hung on your child's peg & to stay in pre-school. These spare clothes must be in a suitable bag, e.g. Fabric drawstring, NOT a plastic carrier bag for safety reasons.

Please let your child wear play clothes as sometimes play or art can get messy! Do not let your child come in dressing up clothes, we have plenty at pre-school. (Unless it is a designated charity dress up day).

**Spare nappies & pull ups/wipes** - again, please make sure these are in a separate bag and NOT a plastic carrier bag. Keep staff informed of toilet training progress.

**Think about the weather**....if it is wet , they need wellies or outside play shoes; is it cold?

They need a scarf/hat/gloves for outdoor cold weather play. Remember your child will need indoor shoes as well to change back into. Maybe it is hot & sunny whereby a sun hat& sun cream (labelled) is essential, but apply sunscreen before arriving to avoid using up precious play time!

**What if the weather is really bad?...** The most important thing is to check your parent mail regularly as that is how we will let you know if we are closed.

## FEES AND EARLY YEARS GRANTS

### **Childcare Funding for 3 & 4 Year Olds**

We are registered to provide free Nursery Education Funded places. Your child is entitled to the universal 15 hours from OCC (called Early Years Grant).

Your child is eligible from the term starting in September, January or April **following** their third birthday e.g. children born on the 1st February would get funding from the 1st April. The free entitlement is for up to 38 weeks a year. You will not be invoiced for the hours

covered by funding. We also accept childcare voucher schemes.

Current government policy means childcare funding is available for working parents, you may be eligible for up to 30 hours per week for 3 & 4 year olds, subject to eligibility. It is the responsibility of Parents/Carers to go online to **check eligibility and apply** at: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). You will be given a form to fill in & sign once a term so that we can renew your claim for funding.

### 2 year old funding

If your child is 2 and you receive certain means tested benefits you may qualify for a grant towards childcare. The council will send you a special postcard which you can place with the pre-school of your choice. We use the postcard number to ask for placement with us through the council's online system.





## WHAT ELSE DO I NEED TO KNOW.....continued

**Parking** - You may not park on the zig-zag lines in front of the school gates, it is prohibited and dangerous. The main school will complain to us if you are seen parking in that area. Also, do not climb over the wall surrounding the pre-school.

**Illness and medication** - If your child has been ill the previous evening do not send them to pre-school. We cannot give Calpol or similar. It is policy that your child must be off for 48 hours after the last bout of vomiting or diarrhoea.

Please let us know if your child is not coming in due to illness as soon as you can by phoning 01865 341805 or email [manager@dorchesterpreschool.co.uk](mailto:manager@dorchesterpreschool.co.uk) If your child falls ill during Pre-school we will check their temperature and cool them down if necessary. We will call you to come and collect your child.

If your child needs medicine during the day for other reasons, please speak with Helen to arrange. They must have a doctors prescription and named pharmacy label.

**Newsletters and Emails** - We send out information, notices & announcements of events by email (known as parent mail).

This is done through the email [manager@dorchesterpreschool.co.uk](mailto:manager@dorchesterpreschool.co.uk), so please make sure we don't fall into your spam folder. Also, please do keep us up to date with your email addresses. At the beginning of term we also send by email (pdf) a newsletter outlining what is going to happen during the term and any other important news.

**Your personal contact information** - it is very important to keep us up to date with contact phone numbers and addresses. Either inform Helen at pre-school or email.

PLEASE REFER TO OUR PRIVACY POLICY ON THE WEBSITE.

More details on what happens during a typical day, as well as policies & procedures are available in pre-school or on the website.



## WHAT DO PARENTS SAY ABOUT US?

*"..she has grown into a confident and mature little girl with the biggest heart. Thank you for helping raise such a special girl!"*

*"..he has learnt so many manners and kind ways of being from you. These have been very happy years for him—he has been lucky to have been with you!"*

*"We wouldn't have wished for a happier time and better preparation for school, with your kind care and nurturing he has developed his social skills and appetite for learning"...*

***"...the effort and work you put in is phenomenal..."***

## WHAT DO OFSTED SAY ABOUT US?

*"The dedicated team at Dorchester pre-school are helping to accelerate children's development"*

*"The manager leads a dedicated staff team that works hard to improve outcomes for children"*

*OFSTED praised us for getting to know children and families well and making pupils feel 'safe and secure'. 'Staff are caring and nurturing'*

*'Staff reinforce good manners and encourage children to take turns and listen to each other'*

*'Parents describe how well they are settled in and that staff value their opinions'*



# WHAT DO THE CHILDREN SAY?

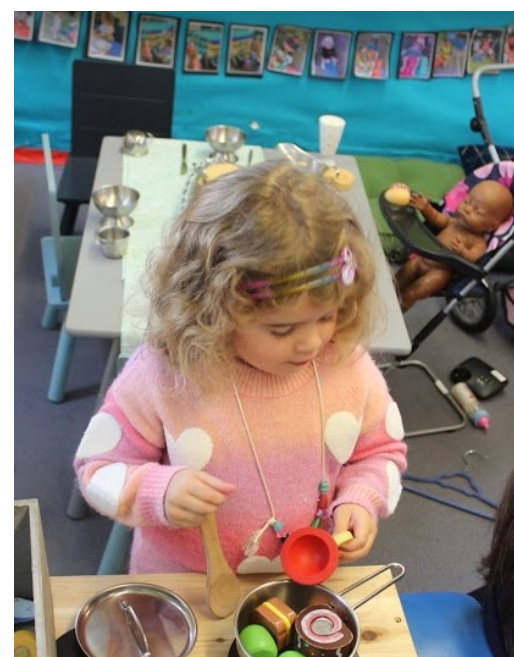


*I like playing in construction, it has lots of toys!*

*My favourite part of Pre-School is the songs we sing!*



*I love Pre-School and all the toys!*



*I like to draw at Pre-School and play outside with my friends*



*I like Helen's house and playing with my friends in the home corner*

